

Creating & Activating Your Amilia/SmartRec Account

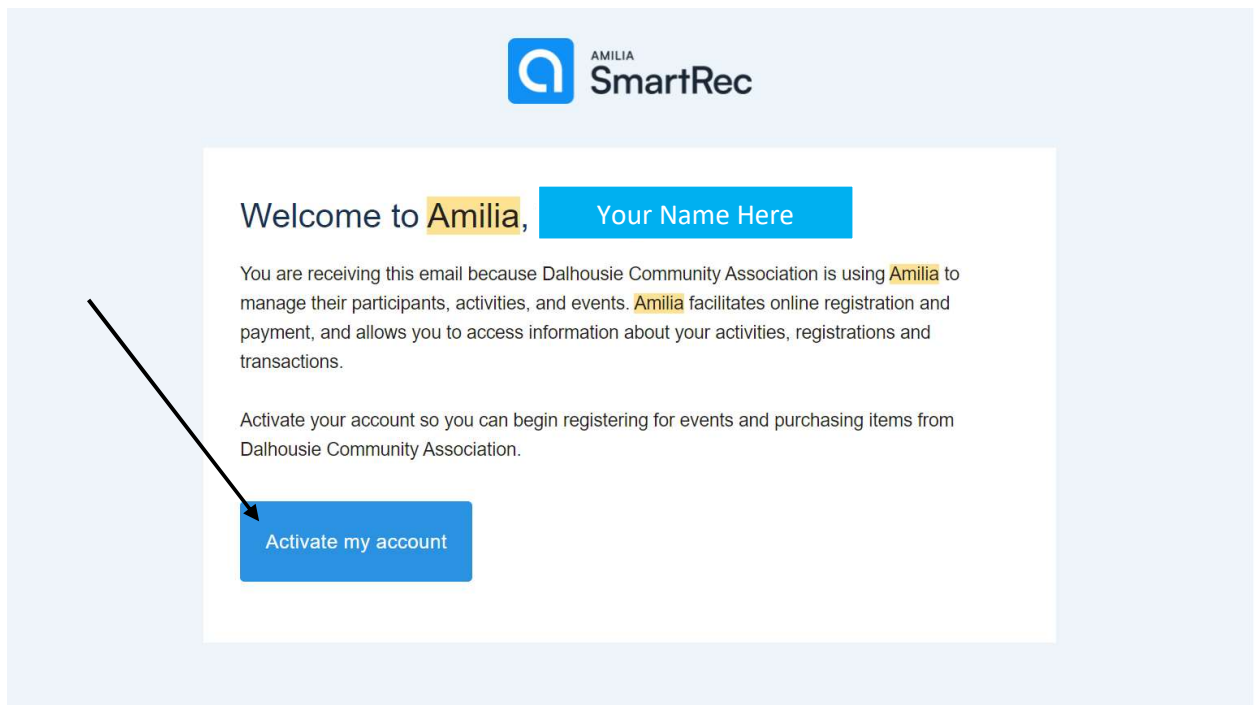
- 1) **Register for an account OR activate your account through the activation link sent to you e-mail (it may end up in the junk folder)**

If you have not received an invitation e-mail, use the link below to create an account. The individual who registers for an account will be the primary account holder. Once they have registered, they can add in other members (ex – children) under their profile.

Link to register for an account: <https://www.amilia.com/en/Login?orgId=14939>

Trouble-shooting tip: Stop by our front office or give us a call at 403-286-2555 if you are unable to create an account.

After you register, you will get an e-mail asking you to activate your account. Click the button to activate the account.



From here, you will be re-directed to a page to create a password. Fill in the required information and hit the "Create an Account" button. You will now be directed to your home page.

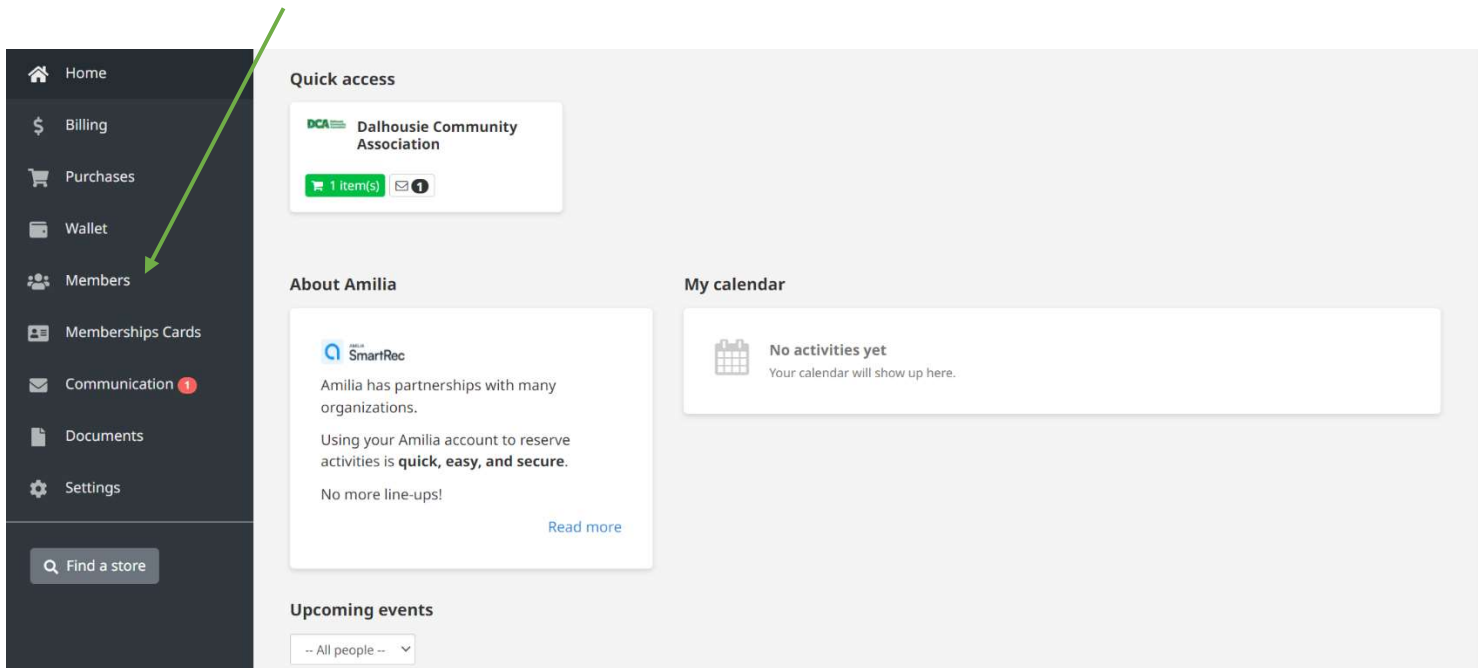
2) Add in other members under your account

If you are registering for summer camps, out of school care or any other activities for your children, you will need to add them in under your account.

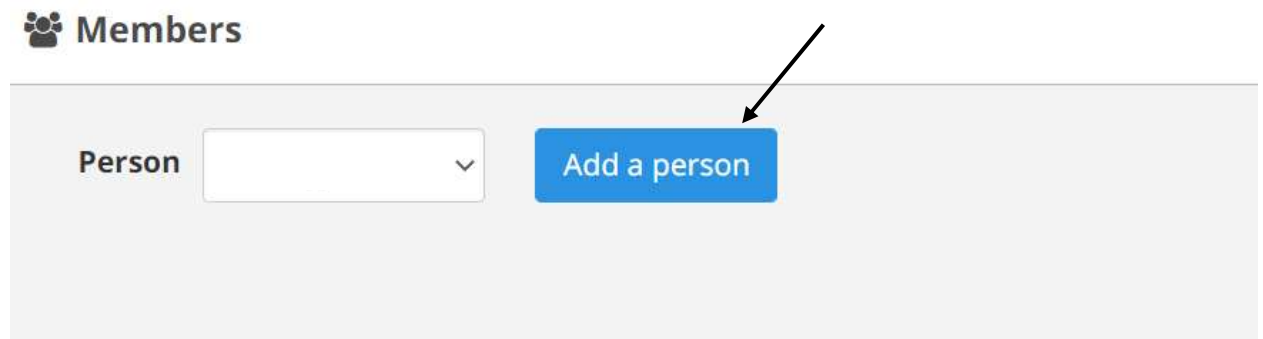
It is a good idea to add your entire family under the main account – that way everyone can register for programs at a later date.

To add members to your account:

2.1) From your home page, select “Members” from the grey banner on the left-hand side of the page



2.2) Next, select “Add a person” located on the top left-hand side of the page



2.3) Fill in the required info and continue to add members until you have everyone you would like to have in your account added in.

Add a person

First name

Last name

Gender

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Child Adult

Date of birth

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Close

OK